



City Of Rockville, Department of Recreation and Parks
TWINBROOK COMMUNITY RECREATION CENTER
BIRTHDAY PARTY INFORMATION

- 1) Your party is for 2.5 hrs and is for a maximum of 20 children. We recommend no more than 20 additional adults for this room size.
- 2) The set up for your room will include a long table with seating for 20 children, cake, gift, and food table. Those tables will be covered with a tablecloth. If you wish to have additional seating for the adults you must request them ahead of time and those tables will not be covered with tablecloth's.
- 3) The room will be decorated in the theme you choose. This includes; party decorations and a helium balloon for each child.
- 4) The children's table will be set with the following; Cups, napkins, cake plates and utensils in the theme you have chosen. It will be set for 20 children. We do not provide additional cups, napkins and utensils for the adults attending or for any other food you may be having.
- 5) Your party room will be available 15 minutes prior to your scheduled party time. You have 15 minutes to clean up after your party is over. Please end your party on time. There may be another party coming in directly after yours. Participants are asked to leave the facility at the end of your party.
- 6) Things you may need to bring: Cake, ice cream, serving utensils, snacks, candles, matches, additional cups, napkins and plates for the adults, ice, and trash bags to carry presents.
- 7) You will need to provide supervision for the children during the party. There are helpful hints we can provide you for party games and activities. (see separate handout)
- 8) **CLEAN UP INFORMATION:** We provide trash bags and receptacles for all of your trash. Please clean up any major drink spills or food on the floor. If this is not adhered to a \$30.00 clean up fee will be charged.
- 9) Decorations are provided around the room in your party theme. Please leave all decorations at the end of your party, the staff will take them down. They are re-used for other parties. If decorations are ruined or taken, you will be charged for those items.
- 10) With this birthday party package you have the use of the Multipurpose room. It does not include use of the fitness, computer lab or gym.
- 11) You will be billed for the full cost for any **PROPERTY DAMAGE** that occurs during your birthday party. Please make sure the front desk staff signs off on your party room at the beginning of the party and when you are leaving.
- 12) A 10% administrative fee will be charged for cancellations more than 60 days before the event. If reservation is cancelled 30-60 days before event we retain a 20% Administrative fee. If the event is cancelled less than 30 days prior to the event we retain entire rental fee.
- 13) Alcohol is prohibited at any birthday party or center rental.
- 14) You are responsible for the behavior of all the attendees. Attendees involved in unacceptable behavior will be asked to leave immediately or the event will be terminated.
- 15) The City reserves the right to exclude any group from future rentals of City facilities based on violation of any of the above rules.
- 16) Noise and music levels must be kept to a minimum and should not be heard outside of the facility. The base level should be kept to neutral or below. It is your responsibility to inform this policy to any hired DJ service.

I have read and understand the above information

Signature

Date

Party Date: _____

Pre party signature _____ Staff pre party _____

Comments _____

Room is clean with no visible damage and set up for your rental.

Post Party Signature _____ Staff post party _____

Room has been left clean and free of damage.

Comments _____